



OFFICE OF LAND QUALITY HAZARDOUS WASTE BIENNIAL REPORT *Form ID Instructions*

The Handler ID form displays the information currently contained in the Office of Land Quality records for a hazardous waste handler. This information was obtained from the Notification of Regulated Waste Activity form (8700-12) submitted to obtain an ID number, or from other documentation received by OLQ. Blank lines are provided to make any needed corrections.

This form is sent each December to all handlers listed in the OLQ records as being subject to either the Annual Manifest or the Biennial Hazardous Waste reporting requirements. It must be submitted with these reports. The form may also be used to update identification information at any time during the year

WHEN TO USE THE HANDLER ID FORM

- When the mailing address for your installation changes
- When the ownership of your installation changes
- When the contact person for your installation changes
- When the type of regulated waste activity your installation conducts changes.

INITIAL NOTIFICATIONS

If you need to apply for a RCRA hazardous waste identification number for the first time, you must use the U.S. EPA Notification of Regulated Waste Activity form (form 8700-12). This form is available on the OLQ website: www.in.gov/idem/land; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number. You may also contact Marilyn Hansen at 317-232-7956; mjhansen@dem.state.in.us to request a paper copy of the form 8700-12.

CHANGE OF LOCATION

The RCRA ID number is site specific. If your company has moved you can no longer use your old ID number. A new ID number is required for the new location. You must apply for the new number using the EPA Notification of Regulated Waste Activity form (form 8700-12). This form is available at www.in.gov/idem/land; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number. We will send your new number within 10 working days after receipt of the Notification form.

CHANGE OF OWNERSHIP

If there is a change in the owner of the installation you may use either the EPA Notification of Regulated Waste Activity form (form 8700-12) or the Handler ID form to notify OLQ.

OTHER CHANGES

For other types of changes you may use the Handler ID form, the 8700-12 form , or you may send us a letter.

REFERENCE DOCUMENTS

All reference documents mentioned in these instructions can be found at www.in.gov/idem/land ; Data Sources; Hazardous Waste, How to Obtain a RCRA ID Number. If you do not have access to the internet call Marilyn Hansen at 317-232-7956 to request printouts of needed information.

ASSISTANCE

Marilyn Hansen	317-232-7956	mjhansen@dem.state.in.us
Jenny Ranck Dooley	317-232-8925	jrdooley@dem.state.in.us
Michelle Weddle	317-233-4624	mweddle@dem.state.in.us

WHERE TO SEND THE FORM

Facilities Data Analysis Section
Office of Land Quality
Indiana Department of Environmental Management
100 North Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206-6015 (46204 for overnight)

REGULATORY CITATIONS

- Federal hazardous waste regulations can be found on line at www.epa.gov; Laws, Regulations, & Dockets; Code of Federal Regulations; CFR Title 40 Protection of Environment; Chapter 1- Environmental Protection Agency; Subchapter I-Solid Wastes
- State hazardous waste regulations can be found on-line at www.in.gov/idem/land; Rules and Laws; Indiana Administrative Code; Article 3.1 Hazardous Waste Management Permit Program and Related Waste Management

HANDLER ID FORM - PAGE 1

COUNTY	The county in which the facility is physically located.								
RCRA ID NUMBER	The number assigned to a location to conduct hazardous waste activity.								
NAME	The name of the installation. If the name has changed, write the new name in the blank. If the name change is due to a change in ownership, be sure to fill in the new owner information in the spaces provided. The RCRA ID number will be transferred to the new owner after we receive this form.								
LOCATION ADDRESS	This is the address of the physical location of the site where the hazardous waste is being generated or managed. If this has changed due to an address change by the post office, please mark the appropriate blank.								
WARNING !	<i>The RCRA ID number is site specific. If your company has moved you may no longer use your old ID number. A new ID number is required for the new location. We will send your new number within 10 working days after receipt of this form.</i>								
MAILING ADDRESS	The address to which correspondence should be sent.								
CONTACT	The person who should be contacted regarding hazardous waste activities at this location.								
OWNER	The name and address of the location's legal owner. If the land owner is different from the business owner, please make a note of this in the comment section on page 2. If there has been a change in ownership, this ID number will be registered with the new owner. The ID number will remain the same for this location. Please fill in the date the ownership changed. Confirmation of the change will be sent to the new owner.								
LAND TYPE OWNER TYPE	Using the codes listed, indicate the code which best describes the current legal status of the land on which the installation is located and the legal status of the current owner of the installation. <table><tr><td>P=private</td><td>D=district</td><td>S=state</td><td>I=Indian</td></tr><tr><td>M=municipal</td><td>C=county</td><td>F=federal</td><td>O=other</td></tr></table>	P=private	D=district	S=state	I=Indian	M=municipal	C=county	F=federal	O=other
P=private	D=district	S=state	I=Indian						
M=municipal	C=county	F=federal	O=other						
CONTACT FOR QUESTIONS ON THE REPORT	If this form is being submitted with an annual or biennial report, use this space to record the name, title and phone number of the person who should be contacted regarding questions on the report. If this contact is the same as the facility contact, this can be left blank.								
CERTIFICATION	The owner, operator, or an authorized representative of the installation must sign and date this form.								

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HAZARDOUS WASTE ACTIVITY - GENERATOR ACTIVITY

OLQ RECORDS: The generator status currently listed in OLQ's records for this location.

STATUS IN 2004: Mark the category that best describes the expected generator status of the installation in 2004. If you mark the non-handler or out of business categories, we will deactivate your ID number. You may not use the number for manifesting hazardous waste again until you have sent an EPA form 8700-12, "Notification of Regulated Waste Activity" or a Handler ID form to IDEM and have received confirmation that your number has been reactivated.

STATUS IN 2003 Mark the category that describes the generator status of the installation during 2003.

- If the installation operated as an LQG in any one month, it is considered an LQG for the entire year for reporting and fee purposes.
- If it operated as an SQG in any one month (and was not an LQG in any one month), it is considered an SQG for the entire year for reporting purposes

Guidance document www.in.gov/idem/land; Data sources; Hazardous waste; How to Obtain a RCRA ID number; HW Handler definitions

Federal citation: 40 CFR 262 *State citation:* 329 IAC 3.1 Rule 7

HAZARDOUS WASTE ACTIVITY - TREATMENT, STORAGE, DISPOSAL FACILITY

OLQ RECORDS "Yes" means your facility is listed as a treatment, storage, or disposal facility with interim status or a permit. It includes handlers who are inactive, but who have not yet completed RCRA closure. If you are an inactive TSD undergoing a RCRA closure you will remain in our records as a TSD until you complete closure.

*STATUS
IN 2003/2004* If you conduct treatment, storage, or disposal activities check "active TSD". If you have ceased TSD operations and are undergoing RCRA closure check "Inactive TSD". If you have completed RCRA closure and have received a certification letter from the OLQ Permit Section check "completed RCRA closure". If you have closed any units in place and are conducting post closure monitoring, check "post closure activities".

Federal citation: 40 CFR 264,265,266 *State citation:* 329 IAC 3.1 Rule 9,10,11

HAZARDOUS WASTE ACTIVITY - TRANSPORTER ACTIVITY

This block indicates whether your company transports hazardous waste, **not** that you hire someone to transport your waste. An S indicates that you transport waste for your own company only. A C means you transport commercially for other companies. An X means you are a transporter, but have not indicated whether you transport for hire.

Federal citation: 40 CFR 263

State citation: 329 IAC 3.1 Rule 8

EXEMPT BOILER AND/OR INDUSTRIAL FURNACE

If you burn hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(c), or to recover economically significant amounts of precious metals as described in 40 CFR 266.100(f), mark an X in the box to indicate that you qualify for the smelting, melting and refining furnace exemption.

If you burn small quantities of hazardous waste in a on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place a X in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

Federal citation: 40 CFR 266

State citation: 329 IAC Rule 11

UNITED STATES IMPORTER OF HAZARDOUS WASTE

Place an X on the line if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

MIXED WASTE GENERATOR (HAZARDOUS AND RADIOACTIVE)

Place an X on the line if you are a generator of mixed waste, i.e. waste that is both hazardous and radioactive. RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

USED OIL

This section lists the type of used oil management activities listed in our records for your facility. If you are just a generator of used oil this section does not apply to you.

Guidance document www.in.gov/idem/land; *Publications & Forms; Guidance documents*

Federal citation: 40 CFR 279

State citation: 329 IAC Rule 13

TRANSFER FACILITY

This section indicates the types of transfer facility activities conducted at your facility.

Guidance document www.in.gov/idem/land; *Data sources; Hazardous Waste; How to Obtain a RCRA ID Number.*

State citation: 329 IAC 3.1 Rule 8

UNIVERSAL WASTE

This section lists the Universal Waste activities for your facility.

- You are a Large Handler of universal waste if you accumulate a total of 5,000 kg (11,000 pounds) or more of any universal wastes (calculated collectively) at any time.
- You are a Destination Facility if you treat, dispose of, or recycle universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

Guidance document www.in.gov/idem/land; *Data sources; Hazardous Waste; How to Obtain a RCRA ID Number.*

Federal citation: 40 CFR 273 *State citation:* 329 IAC 3.1 Rule 16

HW CODES

These codes describe the type of waste you generate. They can be found in Box I on the Uniform Hazardous Waste Manifest.

Guidance document www.in.gov/idem/land; *Data sources; Hazardous Waste; How to Obtain a RCRA ID Number.*

Federal citation: 40 CFR 261 *State citation:* 329 IAC 3.1 Rule 6

NAICS CODES

The North American Industrial Classification System code describes the principal product produced or distributed by your company or the type of services rendered. Go to www.naics.com to find a code for your facility. Please enter the entire six digit code that best describes your facility.

COMMENTS

Enter any additional comments you have regarding this form.